





# The Trades-mans Copy book OR Apprentices Companion

Wherein is shewn him COPY of Receipts, Bills of  
Parcells, Bills of Debt, Bills of Exchange, Invoyses, Accounts  
of Sales &c. WRITTEN In all the Merchant-like Running  
mixt hands now in use; First design'd for the Authors Scholars,  
Now published for y<sup>e</sup> advantage of Industrious & Ingenious Youths.

Sold  
By  
The Author

By John Ayres

At the Hand & Pen in  
St Pauls Church-yard Lond

And  
Sa. Croude  
At y<sup>e</sup> end of  
Peperhead  
at the Corn  
in the

Typ 605.87.182

✓  
~~Edw T 26456.87~~\*



*Old books*

HARVARD COLLEGE  
LIBRARY



**T**His Book being chiefly intended and designed for *Apprentices, Youths, and Others* employed in *Business of Trade, and Merchandize*; it would be impertinent to give them an account of the value and usefulness of *Writing*, as well as the esteem it has got in all trading parts of the World, and especially amongst the most intelligent and knowing part of Mankind. Such as cannot *write* are as sufficiently sensible of the Inconvenience; they lye under for want of it, as those that have attained *Writing*, are of the daily Advantages they receive by it. Bp. *Fotherby* in his *Atheomastix*, Chap. 13. Pag. 348. of his Second Book of the Ground of Arts, calls *Writing* one of the rarest and heavenly Inventions, of all that are in use in human Society, and he tells us, of what value the Sage and Prudent of all Ages have had for the inventing and finding out of Letters, &c. But since I have no Addresses to the Brothers of the Quill, I shall forbear to copy out the remainder of the Bishop's Ingenious Notion of *Writing*; since a late Author has already handed it into the World: But more especially, because it will signify little, besides noise, to those for whom this Book is intended. For my design is not to tickle the Ear with Notions concerning *Writing*, but to present it to the Eye for your Imitation, to shew you what it is, for I must ingenuously own, my Talent does not lye in the Tongue, and therefore cannot value my self upon being esteemed only a Wordy-Philosopher.

Having observed what benefit my *Youths Introduction to Trade* has afforded Youth, while at *Writing-School*, under the conduct of a Master; It put me on framing this Book, as a *Tutor and Companion* to the other, for the Assistance and Improvement of such *Apprentices, &c.* as would gladly *write well*, but want Opportunity and Time to be instructed by such as are able and skilful: My *Youths Introduction* instructing them in various methods of business in *Commerce*, such as *Receipts and Acquittances, Bills of Parcels, Bills of Debt, Bills of Exchange, Invoyses, Accounts of Sales, and Account Currant*: And this Book shews them how to apply all in *writing* proper and fit Hands for *Business*, together with the forms of *Writing* thereof, to which is added the Method of keeping a *Cash-Book*. I have so order'd it that the Book may be as properly an *Exercise-Book* for their *Arithmetic* also, all the Bills of Parcels being purposely not cast up, for the Exercise of Youth in the *Rules of Practice*.

The Book may be of great Service to Scholars at the *Writing-School*: There being more required to make a Boy *write dextrously and freely*, than the bare *Writing* after a single Line Copy. And now having said thus much as to my design, I hope you will not account me too wordy, if I offer you a few Directions for applying this Book to your Advantage in your Imitation.

And now *Industrious and Ingenuous Youths*, You whose ambition, and design it is to *write neatly, and freely*, and acquire to your selves the Reputation of *Writing an Excellent Hand*; It is for your sakes I have taken this pains to publish this Book, wherein I have presented you only with such *nimble Hands* as are properly adapted for dispatch of Affairs in *Trade and Merchandize*. And therefore it is from You only I expect a reward, and return of Thanks: As for such which are *slothful, idle, and negligent*, I could heartily wish this Book would never fall

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fall into their Hands, since it is not possible to bring them any Advantage. And therefore I would premise this to all YOUTH;

1. That as it is very difficult, yea almost impossible to learn to *write* a good Hand without a *good Copy*, so the best Example of *Writing* in the World will little avail you, without your own *Endeavours*, and a particular concern in your self to be *Excellent*. Now for such as *write well*, tho very much is owing to the *Skill of the Master*, yet a great part of it ought to be attributed to their *own Genius*, and Industry.

2. Endeavour principally to hold your Pen well, *viz.* hold your Pen with your two fore-Fingers and Thumb, let your two Fingers be extended almost streight, draw up your Thumb so, that the end of it may be a little further from the end of the Pen than the end of your fore-Finger; let the lower end of your Pen rest on the end of your middle Finger; let the Pen lie close to the fore-Finger, so that the upper part of your Pen may lie betwixt the second and third Joint of your fore-Finger; observe also to hold your Pen easy and lightly. In the next place, observe the following Directions for *holding your Hand* when you *write*, an Error herein hinders many from attaining that *Freedom* and *Swiftness* in *Writing* which otherwise they might have had.

3. When you *write*, sit upright; lay your Paper streight before you; let the weight of your Body be rested on the left Arm only; let no part of your Hand (except your little Finger) touch your Paper, and let your Wrist be held in *Writing* as if you had a sharp Razor under it: Being thus fixed, observe always to write your Words (if possible) *without taking off your Pen*; use no *Rul'd Lines*; and observe well this last Direction, it will be a sufficient Rule for you to write streight withal; and for your *Distance* betwixt Line and Line, it ought to be such, that the Heads of Letters in one Line, may not be confounded with the Tails of Letters in the other Line. And,

Lastly, The whole being designed for an imaginable *Freedom* and *Dexterity*, and suited to the *Nature of the Pen* (as near as 'tis possible for a *Graver* to imitate the *Pen*) for the sake of which I have as it were yielded up even my *Reputation*, as to the *nice, correct* part thereof, rather than any part of it should appear *set stiff* and *unnatural* (or more like to *Graving* than free *natural Writing*.) To conclude; Would you be excellent in *Writing*, and thereby receive all the Advantages it will offer to you? Be Ambitious for it, and *Diligent* and *Industrious* in the Prosecution of it; for a slight superficial Practice will signify little. You have an Offer now presented to you by this Book for your improvement in *Writing*, that was never yet offered to any: (And I believe I may *without Vanity*, say this is the first Book that ever appeared in the World in this kind.) And therefore it must be your fault if it fail to answer the end of its designment, which is to promote a *Neat, Free and Graceful way of Writing* amongst Tradesmen.

V A L E.

J O H N A Y R E S.

*M*

*A a b c d d e f f g g h b i k l l l m n n*

*a*

*n*

*b*

*o*

*c*

*p*

*dd*

*q*

*e*

*r*

*f*

*st*

*g*

*u*

*i*

*w*

*h*

*x*

*k*

*y*

*ll*

*z*

*A a ab am ar as at au bl be br ce cu ch ch ch ch et el ez  
du de de dl dr es ef f eff en ez et esse eb f fr fin fl fe fy ffi of  
ge gr gr gh ght gm in ip il it it ius im ik th k ke be hr be ht  
lf ld lg me mu my mh mb mp ms nl nk nr rre nt nto nf ns ny  
ny nw nw nss om or of of f es ob oll oh ob op ope pr pl pu pr  
pt pt pu qu ze re ur st st sh sb sh sh ss st st sl sr sn sk th  
th th th tu te to tu vi ve vl us wr we we ze ze ye yn ye zez*

*A B C D D E F G G H H I I J K K L L M  
M N O P P Q R R S S T T U U V V W W X Y Z Z*

*N n n o o p q r s t s t u o w x y y z z*

*1000*  
*1000*  
*1000*

*I John*

*m*  
*m*







Wang M

Received the 20<sup>th</sup> of January 1686 of M<sup>r</sup> Anthony  
Bennington fourteen pound eight shillings in  
full payment for my Master (Cornelius Dent)

6 2 3  
14:08:00

The 15<sup>th</sup> of February 1686 Recd of M<sup>r</sup> Edward  
Hountain of Boston y<sup>e</sup> Sum<sup>e</sup> of ninety five  
pound & six pence for my Mast<sup>r</sup> George Hunt

6 2 3  
95:00:6

Received March y<sup>e</sup> 25<sup>th</sup> 1687 of M<sup>r</sup> James Kentish  
& Compa. Sixty pound Eighteene shillings nine  
pence for my Master Lawrence Maynard & Compa

6 2 3  
60:18:9

Byres





Received Aprill the 27<sup>th</sup> 1687. of M<sup>r</sup>. Nicholas  
Orningtoun & Company twenty one pound  
nine pence for my Master Peter Quackman.

Received y<sup>e</sup> 15<sup>th</sup> of May 1687. of M<sup>r</sup>. Rowland Smart  
the summe of two hundred eighty nine pound eight  
shillings ten pence for my Master Timothy Vincent.

June 16<sup>th</sup> 1687  
Comits to pay unto M<sup>r</sup>. Edward Mountain or bearer One  
hundred twenty six pounds for my Master James Hunt.

£126

Received of

Received July y.<sup>e</sup> 26. 1687 of y.<sup>e</sup> Hon.<sup>ble</sup> the Comm.  
of his Ma.<sup>ty</sup> Navy two thousand fifty four } 2054:==.  
pound for my self & M<sup>r</sup> Ferdinando Grimston

Received August 19.<sup>th</sup> 1687 of the Hon.<sup>ble</sup> East India  
Company four hundred ninety five pound fourteen } 495:14:2.  
shillings two pence for my Master Vinc<sup>t</sup> Wyn & Comp<sup>y</sup>

Received y.<sup>e</sup> 2.<sup>d</sup> of September 1687 of y.<sup>e</sup> Royall African  
Comp<sup>y</sup> Eight hundred twenty eight pound six shill } 828:6:10.  
ten pence for my M<sup>r</sup> Ro<sup>ger</sup> Harrington & Comp<sup>y</sup>

111111



A decorative flourish or calligraphic mark consisting of several loops and swirls, located in the upper right quadrant of the page.



At Winchester August 19<sup>th</sup> 1687

At Sixteen dayes sight pay unto Mr Jonathan Mountain or Order the  
Summe of Eight hundred fifty four pound Seaventeen shillings for  
ye value here Received of Mr Simon Gonson & put it to Acc<sup>t</sup> as p<sup>r</sup>advice  
from

To Mr John  
Merritt in London

Your loving friend

London January 15<sup>th</sup> 1687 for 25<sup>th</sup> It Exch<sup>d</sup> at 37.8<sup>ff</sup> for 20 Ster<sup>l</sup> 9.

At double Usance pay this my first Bill of Exchange unto Humphrey  
Robinson or Order two hundred fifty three Pound Sterling Exch<sup>d</sup>  
at thirty seaven shillings Eight pence Item p<sup>r</sup> To It & pas it to Acc<sup>t</sup>  
as p<sup>r</sup>advice from

Your loving fr<sup>d</sup>

November 5<sup>th</sup> 1687

Premis to pay unto Mr Hardinade Rawlinson & Company or Ord<sup>r</sup>  
five hundred niney four pound Eighteen shillings for my Mr George Powell

£594:18:



*Bought of Samuel Newington January 15<sup>th</sup> 1687.*

5 Yards of fine Spanish Black at 1: 2: 5.....L<sup>s</sup> 10

7½ y<sup>ds</sup> of Ditto.....at 1: 5: =.....L<sup>s</sup> 4

16 y<sup>ds</sup> of fine mixt Cloth.....at = 16: 6.....L<sup>s</sup> 1

15¼ y<sup>ds</sup> of fine Mrieze.....at = 3: 6.....L<sup>s</sup> 1

12 y<sup>ds</sup> of Scarlett.....at 1: 10: 6.....L<sup>s</sup> 1

*Summe*.....

*Bought of Thomas Barrington & Comp<sup>ys</sup> 7<sup>th</sup> 1687.*

15 y<sup>ds</sup> of Genoa Velvet.....at 0: 17: 6.....L<sup>s</sup> 11. 7. 6

19 y<sup>ds</sup> of rich flowerd. Lattin.....at 0: 15: 8.....L<sup>s</sup> 14. 17. 8

12½ y<sup>ds</sup> of Venetian Tabbie.....at 0: 10: 4.....L<sup>s</sup> 1

5¼ y<sup>ds</sup> of Harrindon.....at 0: 6: 9.....L<sup>s</sup> 1

17½ y<sup>ds</sup> of Lute string.....at 0: 4: 2.....L<sup>s</sup> 1

*Summe*.....

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*Bought of Arthur Lunnyman & Comp<sup>d</sup> Jan<sup>y</sup> 1<sup>th</sup> 1687*

1 hhd of Jamaica Sugar q<sup>t</sup> 8 : 2 : 15 l<sup>r</sup> 75... at 1 : 07 : 9 p<sup>r</sup> O<sup>r</sup>... L<sup>r</sup>  
 1 Box of Pyments q<sup>t</sup> 2 : 1 : 27 l<sup>r</sup> 9... at 0 : 02 : 7 p<sup>r</sup> O<sup>r</sup>... L<sup>r</sup>  
 1 Barrel of Rayons q<sup>t</sup> 3 : 2 : 15 l<sup>r</sup> 18... at 1 : 08 : = p<sup>r</sup> O<sup>r</sup>... L<sup>r</sup>  
 1 Butt of Currants q<sup>t</sup> 22 : 3 : 25 l<sup>r</sup> 16 p<sup>r</sup> O<sup>r</sup> at 1 : 07 : 6 p<sup>r</sup> O<sup>r</sup>... L<sup>r</sup>  
 1 Sagg of Swampsed q<sup>t</sup> 2 : 1 : 19 l<sup>r</sup> 5... at 1 : 12 : 5 p<sup>r</sup> O<sup>r</sup>... L<sup>r</sup>

Summe

*Bought of Benjamin Dummer May 1<sup>st</sup> 1687*

22 yarde of flowerd ribbon... at... 0 : 02 : 5... L<sup>r</sup>  
 13 Pair of Istamin gloves... at... 0 : 03 : 6... L<sup>r</sup>  
 6 White Rysus hoodes... at... 0 : 04 : 10... L<sup>r</sup>  
 9 Alamed hoodes... at... = : 03 : 2... L<sup>r</sup>  
 4 Doz of Mens white Kid... at... 1 : 02 : =... L<sup>r</sup>

Summe



1686

# The Right Hon<sup>ble</sup> the Earl of Amhurst Dr

Jan<sup>y</sup>....10...To a large silver basin...wt 53 2<sup>l</sup> 54:07 - at...: 07:5 p<sup>o</sup>3...L<sup>e</sup>  
 Febr....11...To a pair of silver tongs...wt 49:15 - at...: 06:8 p<sup>o</sup>3...L<sup>e</sup>  
 March....12...To a silver Mazarine dish...wt 96:14 - at...: 06:5 p<sup>o</sup>3...L<sup>e</sup>  
 1687 April....13...To a Gold Monteth...wt 45:15 - at...4:0:9 p<sup>o</sup>3...L<sup>e</sup>  
 May....14...To a dozen of silver plates...wt 59:16 - at...: 06:8 p<sup>o</sup>3...L<sup>e</sup>  
 June....15...To a large silver tankard...wt 45:17 - at...: 06:2 p<sup>o</sup>3...L<sup>e</sup>

Ayres

June

1687

# M<sup>r</sup> Edmund Measurwell of London Dr

July....16...To...175 Ells of Bagg Holland...at...: 03:5...L<sup>e</sup>  
 Aug<sup>r</sup>....17...To...525 Yards of Dimothy...at...: 01:7 1/2...L<sup>e</sup>  
 Sept....18...To...726 Ells of Lotram...at...: 01:2 1/2...L<sup>e</sup>  
 Oct<sup>r</sup>....19...To...95 Ells of Dowla...at...: 01:5 1/4...L<sup>e</sup>  
 Nov<sup>r</sup>....20...To...7 p<sup>s</sup> of Muzlin...at...1:02:5 p<sup>s</sup>...L<sup>e</sup>  
 Dec<sup>r</sup>....22...To...15 p<sup>s</sup> of Bengall...at...: 18:9 p<sup>s</sup>...L<sup>e</sup>

June

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L<sup>2</sup>

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1686 M<sup>r</sup> George Vincroff Lacter D<sup>r</sup>

Jan: 10. To 5 Hrails of Raisons. . . . q<sup>t</sup>. . . 5 : 12 : 19 N<sup>th</sup> at . . . 1 : 12 : 7 . . . L<sup>d</sup>

Feb: 11. To 5 bhd of Sugar. . . . q<sup>t</sup>. . . 27 : 1 : 15 N<sup>th</sup> at . . . 1 : 14 : 8 . . . L<sup>d</sup>

Mar: 12. To 2 Butt of Curr<sup>ts</sup>. . . . q<sup>t</sup>. . . 57 : 2 : 26 N<sup>th</sup> at . . . 1 : 16 : 6 . . . L<sup>d</sup>

1687 Apr: 13. To 10 Barr of Raisons. q<sup>t</sup>. . . 30 : 1 : 24 N<sup>th</sup> at . . . 1 : 10 : = . . . L<sup>d</sup>

May 14. To 45 Sugar Loaf. . . . q<sup>t</sup>. . . 1 : 0 : 15 N<sup>th</sup> at . . . 2 : 17 : 8 . . . L<sup>d</sup>

M<sup>r</sup> Thomas W<sup>m</sup>ington D<sup>r</sup>

1687 June: 15. To 72 p<sup>z</sup> of Norwithunat hore. . . . at 4 : 8 : 2 . . . L<sup>d</sup>

July. 16. To 16 p<sup>z</sup> of Mens Silke hore. . . . at 7 : 5 . . . L<sup>d</sup>

Aug<sup>t</sup> 17. To 7 p<sup>z</sup> of Womens Ditto. . . . at 6 : 7 . . . L<sup>d</sup>

Sept<sup>r</sup> 18. To 25 Dimety wastcoat. . . . at 5 : 3 . . . L<sup>d</sup>

Oct<sup>r</sup> 19. To 95 Yards of flannel. . . . at 1 : 10 . . . L<sup>d</sup>







An<sup>d</sup> Account<sup>s</sup>  
of Sales

London

Merchandise Received w<sup>th</sup> the Providence Joseph & Young  
Commander for Acc<sup>t</sup> of M<sup>r</sup> James Bradshaw at Port Royall  
in Jamaica

To Custom fees bills & bill-money of 8 h <sup>ds</sup> of Sugar.....	£ 10 : 12 : =			
To Ditto of 5 Barrells of Indico.....	£ 5 : 17 : 6			
To Ditto of 3 h <sup>ds</sup> of Pimento.....	£ 6 : 11 : 9			
To Freight & Primage of Sugar.....	£ 11 : 09 : 6			
To Ditto of Indico & Pimento.....	£ 8 : 03 : 6			
To Wharfage & Lighterage.....	£ 1 : 12 : 6			
To Port & Landing & housing.....	£ 1 : 05 : =			
To Port & Weighing & Warehouse Room.....	£ 2 : 12 : 6			
To Commission & Brekage at 3½ p Cent.....	£ 16 : 16 : 3			
To Ballance for <sup>g</sup> W <sup>th</sup> proceed carried to the Credit of yo <sup>r</sup> .....		65	00	6
Amount due Debt <sup>s</sup> Excepted.....		415	07	4
		480	07	10

Errors Excepted

November 5<sup>th</sup> 1687

Dr Contrarium

By George Gremer sold him eight hhd<sup>s</sup> of Sugar  
of 61 13<sup>3</sup> 15<sup>3</sup> At 29 3<sup>3</sup> p<sup>3</sup> w<sup>3</sup>.....

2	2	2
90	10	01

By Thomas Symmonds for five Barrells of Indico  
of 11 29<sup>3</sup> 19<sup>3</sup> At 3 10<sup>3</sup> 1/2 p<sup>3</sup> w<sup>3</sup>.....

253	04	07
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By James Smith for three hhd<sup>s</sup> of Pymento  
of 18 13 16 At 15 1/2 p<sup>3</sup> w<sup>3</sup>.....

136	13	02
-----	----	----

Dr J. Pyres

480	07	10
-----	----	----

London

Ginger Received p<sup>r</sup> the Constant, Richard W<sup>m</sup> Lockwood  
Commander for Acc<sup>t</sup> of M<sup>r</sup> James Bradshaw D<sup>r</sup>

To Custom fees bills & bill money of 150 Bags of Ginger £8 : = : =  
To Wharfage & Lightwidge ..... £1 : 16 : 6  
To Port<sup>l</sup> Landing housing & weighing ..... £1 : 10 : =  
To Warehouse Room ..... £ = : 11 : 9  
To Freight & Primage ..... £16 : 16 : 10  
To Anthony Emmerton abated for 3<sup>m</sup> Discount £ - : 13 : 10  
To my Commission & Brokage at 3 ½ p<sup>r</sup> C<sup>t</sup> £ 4 : 19 : 3  
To Ballance for the N<sup>th</sup> proceed caried p<sup>r</sup> Credit  
of yo<sup>r</sup> Account Currant bad Debit, excepted ..... }

S/8 2

34	08	2
107	09	3
141	17	5

Errors Excepted

January 25 1687

Dr Contra Cr

By Edward Newington sold him fifty baggs  
 q<sup>t</sup> 53: 11<sup>ss</sup>: 24 Net at 17: 6<sup>ss</sup> p<sup>ss</sup> C<sup>u</sup> L<sup>h</sup>..... 46 15 07

By Anthony Emmerton sold him to pay at 3<sup>mo</sup>:  
 fifty Baggs q<sup>t</sup> 52: 17<sup>ss</sup>: 14 Net at 17: 10<sup>ss</sup> 1/2 p<sup>ss</sup> C<sup>u</sup> L<sup>h</sup>..... 46 16 02

By Marmaduke Hammerton sold him 50 Baggs  
 q<sup>t</sup> 54: 27<sup>ss</sup>: 11 Net at 17: 8<sup>ss</sup> 3/4 p<sup>ss</sup> C<sup>u</sup> L<sup>h</sup>..... +8 05 08

J. J. Ayres

141	17	05
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# THE Method of KEEPING

London January 5<sup>th</sup> Anno 1687 To 1

Cash

		8	8	2
R	To Ballance remaining in Chest	572	10	9
7	To Andrew Morton of Exet <sup>r</sup> recd of Tho Long y <sup>e</sup> Carrier p <sup>r</sup> his ord <sup>r</sup>	164	15	=
10	To Simon Vincent Recd in full of w <sup>ch</sup> bill due the 9 <sup>th</sup> Instant	98	17	6
14	To Andrew Morton Recd of Edw <sup>d</sup> Whiteby his order	275	18	5
16	To Ship & Unicorn for my & p <sup>r</sup> ts of H <sup>h</sup> <sup>r</sup> recd of Jo Inap all charges deduct	95	13	6
21	To Henry Bennet Recd of him 154 7 <sup>p</sup> 8 <sup>d</sup> of Sevill bat 4 <sup>d</sup> 6 <sup>d</sup>	34	15	=
28	To Tho Young Recd of W <sup>m</sup> Jones p <sup>r</sup> bill drawn on him	54	16	8
31	To House Expences Recd of A B a Quat <sup>r</sup> board due at a mas last	10	=	=
		1507	04	10

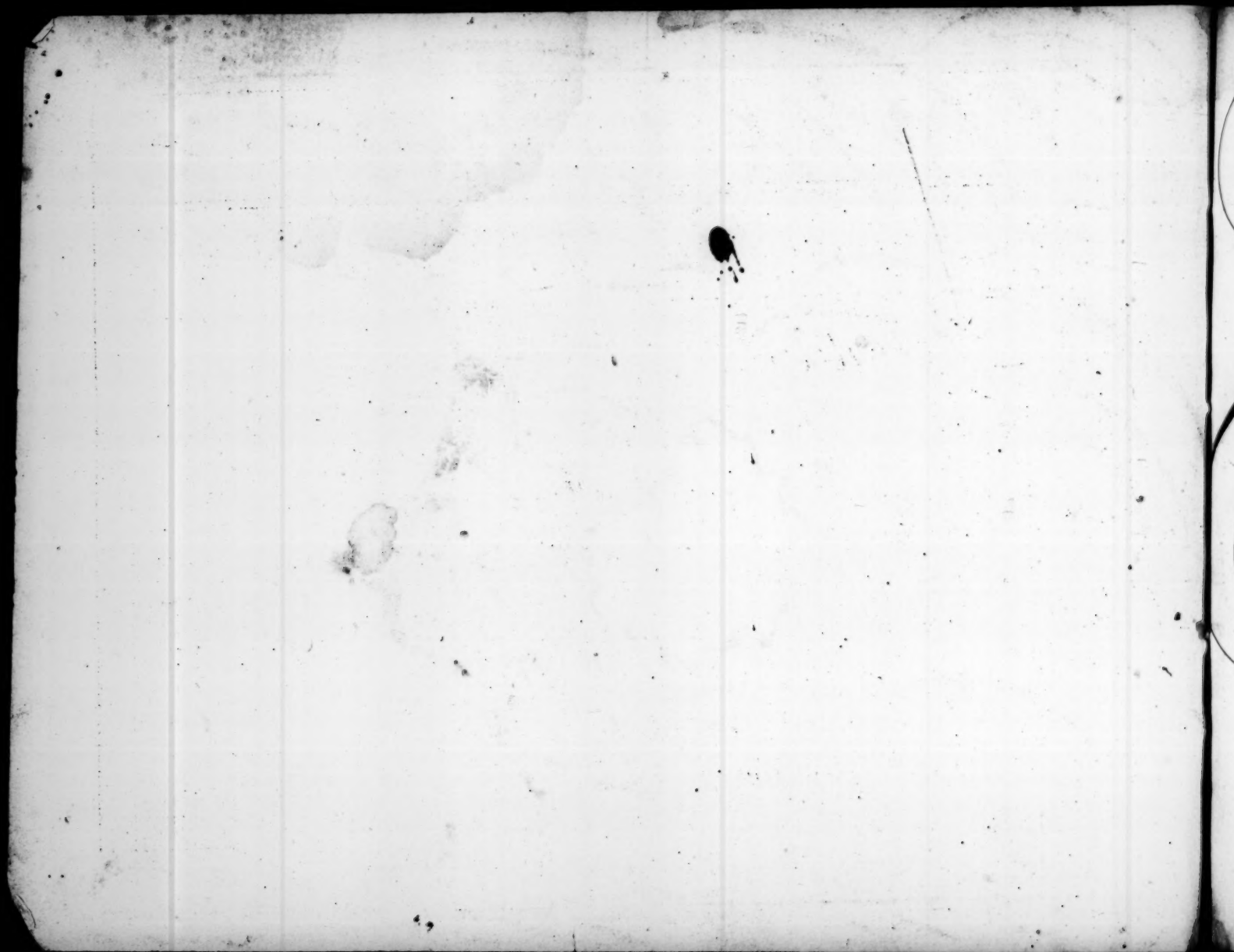


# A Monthly CASH BOOK

London January 5<sup>th</sup> Anno 1687 (Fo: 1)

Dr Contra

9	By W <sup>m</sup> Minors p <sup>d</sup> Simon Grantam in full of a bill of 100	97	10	=
15	By James Awson p <sup>d</sup> W <sup>m</sup> Stone p <sup>d</sup> his order in full of a Bill	105	12	=
16	By Jonathan Hasky p <sup>d</sup> him for 120: 10: 3 <sup>mo</sup> before it was due	118	14	=
23	By Benjamin Sammon p <sup>d</sup> him in full	15	12	6
24	By Gerard Long lent him to be payd p <sup>d</sup> deman	45	10	=
31	By House Expences p <sup>d</sup> this Month	30	11	6
	By Charges of Merchandize p <sup>d</sup> this Month	5	9	3
R	(By Ballance Transported to Fo: 2)	888	05	7
		1307	04	10



Writing in all 26 usual  
hands of England, Arithmetick  
and Mercantile Acco.  
Are exactly Taught by the Acc.  
AUTHOR

The Accomplish'd Clerk  
A Graved Cyphering Book  
The Ala-mode Secretary  
Youths Introduction to Trade  
A Striking COPY BOOK

SOLD

By y<sup>e</sup> Author  
AND  
Sam. Grouch  
at y<sup>e</sup> end of Popes  
head Alley Cornhill.

Exemplifying Court Cand.



And so the good lord of the king  
 Richard the first by the king's letters

comynge to the king's court and the king's  
 court and the king's court and the king's  
 court and the king's court and the king's

of the king.



And so the good lord of the king  
 Richard the first by the king's letters

